

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 01/07/14

CLOSING DATE: 01/16/14 (4:30 PM)

SCDC INTERNAL TITLE: SGT I

SCDC POSITION #: 012296

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: A2 WORK TIME: 0700 PM - 0700 AM

LOCATION: WALDEN CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: CORRECTIONAL OFFICER II

STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 025627 - \$ 047413

SPECIAL INCENTIVE: NO

LEVEL: B SALARY RANGE \$ 026658 - \$ 042203 SCEIS POSITION #: 61019742

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL, SECURITY
OR POLICE WORK.

AGENCY PREFERRED QUALIFICATIONS:

EIGHTEEN MONTHS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.
CERTIFIED BY THE SCDC TRAINING ACADEMY AND SATISFACTORY COMPLETION
OF THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE
POSITION.

DESCRIPTION OF DUTIES:

CONDUCTS ROLL CALL; MONITORS OFFICERS ON DUTY; INSTRUCTS AND EXPLAINS
RULES, REGULATIONS AND PROCEDURES. ASSISTS IN NON-ROUTINE PROBLEMS.
MAKES SANITATION, SAFETY AND SECURITY INSPECTIONS OF ALL BUILDINGS,
BUILDING CONTENTS, GROUNDS AND VEHICLES AND CORRECTS OR REPORTS SHORT-
COMINGS OR DEFICIENCIES. ASSIGNS SPECIFIC DUTIES TO SUBORDINATE
OFFICERS TO ENSURE CLEANING OF BUILDINGS, GROUNDS, ETC., AND PROPER
SUPERVISION AND CONTROL OF INMATES IN THE WARDS, RECREATION AREA, AND
ON SPECIAL DETAIL. SUPERVISES AND VERIFIES THE ACCURACY OF SCHEDULED
FORMAL COUNTS; MAKES INFORMAL COUNTS WHEN REQUIRED. ASSISTS IN
SPECIAL INVESTIGATIONS AND MAKES RECOMMENDATIONS TO SUPERVISOR.
EVALUATES OFFICERS' DUTY PERFORMANCE; INSTRUCTS AND COUNSELS OFFICERS
IN REQUIRED DUTY PERFORMANCE STANDARDS.

COMMENTS:

SHIFT/WORK SCHEDULE SUBJECT TO CHANGE.